

COLORADO AIR POLLUTION CONTROL DIVISION WORKPLAN SPREADSHEET
FY 2002 WORKPLAN ACTIVITIES: Stationary Sources 3.0

	Activities / Output	Due Dates	PPA	Progress
	Output:			
	> Develop Procedures	Ongoing		
	> Training	As needed		
3.22.2	Revise the Odor Control Regulation			
	Output:			
	> Provide information as needed to revise Regulation 2	Ongoing		
3.22.3	Develop/Revise Policies and Procedures for CM&E Programs			
	Output:			
	> Asbestos Staff			
	Revise penalty policy as needed	Ongoing		
	Revise enforcement policy	Ongoing		
	Revise policy statements as needed	Ongoing		
	- determining project start and completion dates	Ongoing		
	- demolition of buildings with VAT or roofing felt	Ongoing		
	- notification of fee requirements for tar impregnated roofing felt	Ongoing		
	- sampling for asbestos in drywall mud/joint compound	Ongoing		
	Update course audit procedures	Ongoing		
	Update QA/QC document as needed	Ongoing		
	Lead-based paint policies or procedures	6/30/02		

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	Activities / Output	Due Dates	PPA	Progress
	<ul style="list-style-type: none"> ➤ <u>CFC Staff</u> <ul style="list-style-type: none"> Develop CFC inspection policies/procedures 6/30/02 Develop CFC guidance documents 6/30/02 Revise CFC enforcement policy Ongoing Update CFC penalty policy Ongoing 			
3.22.4	Develop and Make Improvements to New Enforcement Database			
	Output:			
	Make improvements as necessary	Ongoing		
	Conduct training sessions	As needed		
	Work as database administrator	Ongoing		
3.23	Reserved			
3.24	Reserved			
3.25	Support Protection of Public Health, the Environment and Aesthetic Values by Providing Information and Responding to Inquiries			
3.25.1	Provide Information to the Public and Other Agencies (General info provided by phone, letter, etc.)			
	Output:			
	<ul style="list-style-type: none"> ➤ Phone Contacts Ongoing ➤ Meetings with agencies like EPA Bi-monthly 			

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		Activities / Output	Due Dates	PPA	Progress
		➤	Ongoing		
		Exchange information	Ongoing		
		➤ File reviews	As needed		
		➤ CFC hotline	Ongoing		
		➤ Dialogue with Colorado/Wyoming Insulation and Abatement Contractors Assn. (CWIACA)	Ongoing		
		Emission Inventory and Support Activities			
3.26		In Order to Support Protection of Public Health and Aesthetic Values, Operate a Stationary Source Emissions and Facility Data System			
	3.26.1	Maintain Emissions and Facility Data System; Enter and Quality Control Emissions Data from New, Revised and Renewed APENS into the Emission Inventory and Billing System			
		Output:			
		➤ 6000 emission points modified, updated or added	6/30/02		
	3.26.2	Perform Quality Assurance Activities on the Inventory After Information from APENS has Been Entered			
		Output:			
		➤ Quality assurance projects completed	Ongoing		
3.27		Support Protection of Public Health Through Assistance in Preparation of SIPs			
	3.27.1	SIP Preparation			
		Output:			

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	Activities / Output	Due Dates	PPA	Progress
	➤ Participate in internal regional haze meetings and provide inventory information as needed	Ongoing		
	➤ National emissions inventory	6/02		
	➤ Lamar PM redesignation	6/30/02		
	➤ Ft. Collins CO redesignation	6/30/02		
	➤ Greeley CO revisions to maintenance plan	6/30/02		
	➤ Participate in WRAPs Emissions Forum/Emissions Inventory Workgroup	Ongoing		
	➤ Assist planning and policy unit with urban air toxics work	6/30/02		
3.28	In Order to Support Protection of Public Health and Aesthetic Values, Make Program Improvements			
3.28.1	Assist with Improving the Data Management System			
	Output:			
	➤ Continued in-house development and refinement of inventory/billing systems	Ongoing		
	➤ Continue to improve QA procedures	Ongoing		
	➤ Assist in development of compliance system enhancements	Ongoing		
	➤ Assist in revision of data systems from file server to client server	Ongoing		
	➤ Develop capabilities to comply with inventory reporting requirements transitioning from AIRS/AFS to NEI	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
	Work with Southern Ute Tribe to transfer and develop inventory data and capabilities			
3.28.2	Develop/Revise Policies			
	Output:			
	➤ Revise inventory and billing policies and procedures as needed	Ongoing		
	➤ Study efficiency and effectiveness measures	Ongoing		
3.29	To Support Activities Directly Related to Protecting Public Health and Aesthetic Values; Generate Annual Fee Invoices			
3.29.1	Annual Fee Invoices			
	Output:			
	➤ Annual fee invoices generated	Ongoing		
	➤ Resolve billing inquiries and appeals	Ongoing		
3.30	Promote Protection of Public Health and Aesthetic Values by Providing Information to the Public and Other Agencies			
3.30.1	General Information			
	Output:			
	➤ Provide information as needed	Ongoing		
3.30.2	Produce Reports from the Inventory for Internal Requests			
	Output:			

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	Activities / Output	Due Dates	PPA	Progress
	➤ Internal requests answered	Ongoing		
3.30.3	Produce Reports from the Inventory for External Requests			
	Output:			
	➤ Answer Open Records Act requests	Ongoing		
3.31	Protect Public Health by Performing SIP Enforcement Measures			
3.31.1	Monitor Street Sanding Emissions Control Activities			
	Output:			
	➤ Review street sanding reduction reports	Ongoing		
	➤ Maintain street sanding suppliers database	Ongoing		
3.31.2	Woodburning Activities			
	Output:			
	➤ Respond to public and local agency inquiries about wood stoves, pellet stoves and wood burning	Ongoing		
	➤ Update and distribute lists of certified wood stoves, pellet stoves and masonry heaters	Ongoing		
	➤ Examine and approve stove test data	Ongoing		
	➤ Update and distribute revised lists of local woodburning bans	Ongoing		
	➤ Review local municipality woodburning enforcement reports	Ongoing		
	Administrative Services for the Stationary Sources Program			
3.32	Provide Program Coordination and Supervision			

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	Activities / Output	Due Dates	PPA	Progress
3.32.1	External Relations Act			
	Output:			
	➤ Respond to letters, phone calls, requests for information	Ongoing		
	➤ Attend local agency and EPA meetings	Ongoing		
	➤ Attend RAQC meetings	Ongoing		
	➤ Miscellaneous meetings	Ongoing		
3.32.2	Staff Support			
	Output:			
	➤ Provide support to staff	Ongoing		
	➤ Approve documents, policies, procedures and reports	Ongoing		
	Resolve problems	Ongoing		
3.32.3	Provide Legislative Support			
	Output:			
	➤ Provide technical support and testimony as needed	Ongoing		
	➤ Attend legislative meetings	Ongoing		
3.33	Clerical Activities			
3.33.1	Filing System			
	Output:			
	➤ Maintain SSP filing system	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
<u>3.33.2</u>				
	Output:			
	> Receive and assist clients	Ongoing		
3.33.3	Mail Activities			
	Output:			
	> Process and distribute mail	Ongoing		
3.33.4	Fee Calculations/Billing Problems			
	Output:			
	> Perform fee calculations and resolve billing problems	Ongoing		
3.33.5	Clerical Activities			
	Output:			
	> Perform word processing	Ongoing		
	> Make travel arrangements	Ongoing		
3.33.6	Freedom of Information Act Requests			
	Output:			
	> Process Freedom of Information Act Requests	Ongoing		
3.34	Administrative Functions and Activities			
3.34.1	Conduct Personnel-related Activities (Performance Plans and reviews, PDQs, hiring, etc.)			
	Output:			
	> Develop CPP plans for all staff with customer service requirements and training plans	6/01/01		

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	Activities / Output	Due Dates	PPA	Progress
	➤ Hold mid-year and annual reviews	Dec., May		
	➤ Problem resolution	Ongoing		
	➤ Promotions	Ongoing		
	➤ Customer service tracking	Ongoing		
	➤ Write/review PDQs, conduct interviews, participate on review panels, hire staff	Ongoing		
3.34.2	Attend Division/Department Meetings (includes writing weekly reports)			
	Output:			
	➤ Attend staff meetings	Ongoing		
	➤ Prepare activity reports	Ongoing		
	➤ Attend Division, SSP, agency meetings	Ongoing		
	➤ Weekly reports to Program manager	Weekly		
	➤ Attend Compass meetings	Ongoing		
3.34.3	Provide Staff Training (training of other staff, excluding county oversight inspections, 3.9.2)			
	Output:			
	➤ Provide staff training to locals as necessary	Ongoing		
	➤ Existing staff to provide training to new staff	Ongoing		
	➤ In-house training seminars conducted/attended	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
3.34.4	Attend Professional Development and Training			
	Output:			
	➤ Attend professional development activities	Ongoing		
	➤ Participate in training	Ongoing		
	➤ In-state/out-of-state training course	As needed		
	➤ New staff to attend customer service training	As needed		
	➤ Supervisor maintains training log for each employee in PACE file	Ongoing		
	➤ Attend EPA telecourses	Ongoing		
3.34.4.1	Field Services Training Activities			
	Output:			
	➤ Attend and certify at smoke school	2x/year max		
	➤ Attend and certify at odor school	1x/year max		
	➤ Training activities with other staff	As needed		
	➤ Update training plans	As needed		
3.34.5	Develop and Track Workplan Activities (includes filling out T&E sheets)			
	Output:			
	Participate in development and updating of workplan	6/30/02		